

**PHYSICAL THERAPY BOARD OF CALIFORNIA**

1418 HOWE AVENUE, SUITE 16, SACRAMENTO, CA 95825-3204

TELEPHONE (916) 561-8200 FAX (916) 263-2560

INTERNET <http://www.ptb.ca.gov>***APPLICATION FOR EXAMINATION AND/OR LICENSURE******(Physical Therapist or Physical Therapist Assistant)******APPLICATION PROCESSING TIME FRAME (Please Read!)***

The Physical Therapy Board (Board) will notify you upon receipt of your application via postcard. Within thirty (30) days of the postcard an acknowledgement letter will be mailed notifying you of the status of your application. PLEASE do not contact the Board during this time frame, as the Board will not check on the status of your application. Information regarding the status of your application will NOT be disclosed over the telephone to anyone other than the applicant.

The acknowledgement letter will identify any outstanding documents necessary to complete your application. The Board considers an application complete when all required forms, documents, and payment of the appropriate processing fee(s) are received as outlined on Page 2 in Step 1, Instructions for Completing the Application. Your cooperation is necessary to allow the Board's staff adequate time to process your application.

REQUIREMENTS FOR ALL APPLICANTS

All applicants for licensure are required to take and pass the National Physical Therapy Examination (NPTE) (Physical Therapist or Physical Therapist Assistant Examination) and the California Law Examination (CLE), which relates to the practice of physical therapy in California. The CLE is a one-hour multiple-choice examination. Applicants applying through endorsement who have passed the NPTE will only need to register for the CLE.

EXAMINATION REGISTRATION INSTRUCTIONS FOR THE NPTE AND/OR CLE

Applicants need to register online for the NPTE and/or CLE directly with the Federation of State Boards of Physical Therapy (FSBPT). The FSBPT Online Registration web site is at <https://www.fsbpt.net/pt> (please note the "s" after "http"). Please follow the FSBPT instructions on how to register online.

You will submit the NPTE and/or CLE fees directly to the FSBPT. Do NOT submit the examination fee(s) to the Board with your application.

If you are a graduate from an accredited physical therapy or physical therapist assistant program you need to register for the NPTE and/or CLE with the FSBPT at the same time as submitting your application to the Board.

Do NOT register online if you have graduated from a non-accredited (Foreign) physical therapy education program or if you are applying through the equivalency requirements to become a physical therapist assistant. The Board must approve your education and/or work experience prior to registering for the examination(s).

MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBERS

Disclosure of your U.S. social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405©(2)(C)) authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number your application for initial licensure will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

All applicants must submit the following as outlined in Step 1. If you are applying by endorsement you must also submit the following as outlined in Step 2. Applicants applying from a non-accredited (Foreign) physical therapy program, please also follow the outline in Section A. For applicants applying for physical therapist assistant under Section 1398.47, Equivalent Training or Experience, please follow the outline in Section B.

Step 1. ALL Applicants Must Complete and Submit the Following:

- Fee Schedule with Appropriate Application Fee and Personal Data Card Form
- Fully Completed Application (P1A, P1B, & P1C) – if an applicant has a criminal history refer to Page 3 for instructions on completing question #15 on P1B of the application
- Certificate of Completion Form (P1E) –submit with the application in a sealed envelope (Only required by graduates of accredited programs)
- Completed Agency Copy of Live Scan Form or a Completed Board Fingerprint Card, refer to Page 4, Complete this form only if it pertains to you.
- If you need reasonable accommodations submit:
Disability Accommodations Request Form (D1) - An authorized professional must complete the D1 Form. All applicants must answer question number #6 on the P1A

Step 2. ALL Applicants Applying by Endorsement for Physical Therapy or Physical Therapy Assistant

You must have a current license in another state in order to qualify for endorsement per Section 2636.5 of the Business and Professions Code.

- Verification of PT or PTA License - The PTBC will verify your license in another state online if the state in which you are licensed in has online verification. If the state does not have online verification, please request a Letter of Good Standing/Certificate of Endorsement to be submitted directly to the Board from the State Board(s).
- Score Transfer Report from the Federation of State Boards of Physical Therapy (This form is available through the FSBPT website at <https://www.fsbpt.net/pt> or call (703) 739-9420 to request the form)
- Resume of Work Experience

Section A. Applicants Applying from a Non-Accredited (Foreign) Physical Therapy Program

- A Credential Evaluation Report from one of the approved Evaluation Services, in the form of a subject breakdown, completed by one of the approved credential evaluation services.

Section B. Physical Therapist Assistant Equivalency Applicants

- Verification of Clinical Experience Form(s) (V1) completed and signed in blue ink by the supervising licensed physical therapist. **V1 forms not signed in blue ink will not be accepted.** If work experience was acquired outside of California, provide a photocopy of the physical therapist license together with the form containing the physical therapist's original signature. The V1 form must be submitted with your application. The Board cannot assist you in obtaining verification of work experience. Additional V1 forms may be photocopied or downloaded from the Board's website at www.ptb.ca.gov.
- Current Resume of Work Experience.
- Official Transcripts from colleges or universities documenting satisfactory completion of all the education requirements. Transcripts must be submitted in a sealed envelope with your application. Unofficial transcripts will not be reviewed.
- **Military Applicants Only** – A photocopy of your military diploma and official transcripts from the military branch in which you served to complete the physical therapy program. (Do not complete form V1)
- **Foreign Educated Applicant** – Submit a Credential Evaluation Report from one of the approved Evaluation Services, in form of a subject breakdown, completed by one of the approved credential evaluation services.

APPLICANTS WITH CRIMINAL HISTORY (Question #15 on P1B of the Application)

ANY AND ALL CONVICTIONS OF CRIMINAL OFFENSES MUST BE DISCLOSED including a citation, infraction, misdemeanor and/or felony, etc. Convictions following a plea of nolo contendere are a conviction and **MUST** also be disclosed. If your plea or verdict has been dismissed pursuant to Section 1203.4 of the California Penal Code, Section 2661, Business and Professions Code, you are required to disclose the conviction(s) on your application. (Serious traffic convictions such as reckless driving, driving under the influence of alcohol and/or drugs, hit and run, evading a peace officer, failure to appear, driving while the license is suspended or revoked **MUST** be reported. This list is not all-inclusive. If in doubt as to if a conviction should be disclosed, it is better to disclose the conviction on the application.)

Failure to submit proper documents of conviction(s) and/or disciplinary action(s) may delay processing of your application. Applicants with prior conviction(s) (citation, infraction, misdemeanor and/or felonies, etc.), must submit the following documents:

- A descriptive written explanation, written by the applicant, of the circumstances surrounding the conviction or disciplinary action.
- Certified copies of the arresting agency report (If the arresting agency has purged documents, provide a letter from the arresting agency with explanation)
- Certified copies of the court documents to include the final disposition and order (If the court has purged documents, provide a letter from the court with explanation)
- Copies of letters from substance related programs verifying successful completion or evidence of current participation of a personal recovery program (such as Alcoholics/Narcotics Anonymous) and other recovery support and relapse prevention groups
- Documentation of substance assessment discharge records, intake/exit interviews and summaries of counselors notes, or similar types of evaluations from the program you attended
- Compliance letters from probation officers
- Documentation of successful completion of any other court ordered programs

In deciding whether you qualify for a license the Board will consider the nature and the severity of the acts or crime; time that has elapsed since the commission of the act/crimes; the extent to which the applicant has complied with any terms or conditions of the probation imposed; and any other relevant evidence of rehabilitation.

SIGNATURE UNDER THE PENALTY OF PERJURY

All documentation requested within this application is mandatory, except all phone and email addresses. Failure to provide any of the requested information may delay the processing of your application. Each applicant must sign under penalty of perjury that all information contained within the application and documentation submitted is true and correct. Any statements provided that are determined to be false may result in the denial of licensure.

ABANDONMENT OF LICENSURE APPLICATION

Title 16, California Code of Regulations, Section 1398.21 pertains to abandonment of applications and states "An application shall be denied without prejudice when, in the discretion of the Board, an applicant does not exercise due diligence in the completion of his or her application, in furnishing additional information or documents requested in or in the payment of any required fees." If your application is not complete within one year, your application will be considered abandoned, unless you can show that there are extraordinary circumstances that prevented completion.

GENERAL INFORMATION

It is the applicant's responsibility to provide, in writing, notice of any address or name change to the Board. All correspondence will be sent to the address of record. If you have elected to be represented by a recruiting and/or placement service during the application process, submit in writing to the Board your authorization for all correspondence to be forwarded to the representing agency. Please be advised that all correspondence from the Board will be directed to the representing agency (i.e. written or verbal inquiries pertinent to the status of your application).

If you are not prepared to take the examinations at the time of applying for licensure, do **NOT** submit the application or register for the examination with the FSBPT. Once the Board and/or FSBPT have processed your application and/or registration and made you eligible to take the NPTE and/or CLE, the examination fees are **NONREFUNDABLE**. There are **NO** exceptions to this rule. The application processing fees are **NONREFUNDABLE**.

FINGERPRINTING INFORMATION

The Board requires each candidate for licensure to have his/her fingerprints processed on the enclosed Live Scan form for California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) or on a fingerprint card provided by the Board. Below are the instructions for completing your fingerprints using the Live Scan method. You must have your fingerprints processed on a fingerprint card issued by the Board. A fingerprint card is required if you reside out-of-state or outside of the United States.

INSTRUCTIONS FOR LIVE SCAN FINGERPRINTING

If you are in California you are required to have your fingerprints processed via Live Scan at a local office of DOJ, law enforcement agency, or Department of Motor Vehicles Field Office. **Please visit the website www.caag.state.ca.us/app for a listing of the nearest Live Scan Agency in your area. The Live Scan Agency will charge a rolling fee to process your fingerprinting and a \$56 fingerprint processing fee for the DOJ and FBI.** The above website contains information to schedule an appointment with the Live Scan Agency, exact cost of the rolling fee, and the method of payment the agency will accept.

Please complete all the areas marked with a red "X" on the Live Scan form. Do **NOT** submit the \$56 fingerprint processing fee with your application. The **SECOND COPY** of the Live Scan Form marked Agency Copy should be included with your application to the PTBC as proof of completion.

If you have your fingerprints processed via Live Scan the processing time is 15-20 days. You can only process your fingerprints via Live Scan if you are in California. If you will be visiting or moving to California shortly, we recommend that you wait to have your fingerprints processed via Live Scan once you are in California. If you are unable to have your fingerprints processed via Live Scan in California, see instructions below.

You will only submit the fingerprint card-processing fee with the application if you do not have your fingerprints processed via Live Scan.

INSTRUCTIONS FOR COMPLETING THE FINGERPRINT CARD

If you are not in California you will be required to have your fingerprints processed on a fingerprint card provided by the Board. The fingerprint card-processing fee is \$56. The \$56 must be submitted with the application and application processing fees. Please refer to the Fee Schedule in the application. A fingerprint card that was not issued by the Board will not be accepted.

Do not send the fingerprint card to DOJ or FBI. The fingerprint card must accompany the application. DOJ and FBI will reject smudged prints. **A license will not be issued** until all information from the DOJ and the FBI has been received. It is critical that your fingerprints are transferred to the card properly. Fingerprints can be taken at a local office of DOJ or law enforcement agency. We suggest that you call for the rolling fee cost and to arrange for a convenient time.

The completed fingerprint card will be forwarded to the DOJ and the FBI for classification and criminal background check. Any discrepancies between information received from the DOJ and the FBI and the applicant's information may result in **denial** of the application. The DOJ and the FBI require that the fingerprint card be submitted **unfolded**. **The average processing time for the DOJ and FBI background check is 6-8 weeks.**

FRONT OF CARD: Please complete all areas marked with a red "X". Personal information **MUST** be typed or printed clearly by the applicant. State your complete name, any aliases (maiden name, if applicable), driver's license number, social security number, complete physical description, and date and place of birth. Sign the card and have the official who took your fingerprints sign and date the card. Please leave the boxes marked OCA, FBI and SID blank, as well as the line that states, "date fingerprints submitted". Incomplete fingerprint cards will be returned.

BACK OF CARD: Enter your residence address and mark the type of license you are applying for.